

Dear Business Owner:

Recently, a solicitation claiming to aid companies in the recording of company records and minutes has been mailed to some Indiana businesses. **THIS SOLICITATION IS A SCAM!** This letter, labeled “Annual Minutes for Books and Records,” is being sent from “Indiana Corporate Compliance Business Services Division.” The letter suggests the recipient company can send minutes from executive meetings and a check for \$125, and Indiana Corporate Compliance will ensure the recipient company conforms to “Corporations Code Section § 624.” There is no “Corporation Code Section § 624” and this company will take your money without rendering any services.

THIS LETTER DID NOT COME FROM THE INDIANA SECRETARY OF STATE’S BUSINESS SERVICES DIVISION AND HAS NOTHING TO DO WITH OUR OFFICE. We are currently working with state and federal law enforcement officials to investigate those responsible for these solicitations.

If you are ever unsure or suspicious of a mailing that appears to be from our Business Services Division, or any division of the Office of Indiana Secretary of State, please contact our Business Services Division’s Help-line at (317) 232-6576 (8:00 a.m. - 5:30 p.m. Eastern Time).